

R430-100 Child Care Center Rule Interpretation Manual Updates

11 September 2008

Changes are underlined and **bolded** in purple in the right-hand column.

4/10/08 Version	9/11/08 Version
R430-100-7. PERSONNEL.	
<p>(8) The center director and all caregivers shall complete a minimum of 20 hours of training each year, based on the center's license date.</p> <p>(a) Documentation of annual training shall be kept in each caregiver's file, and shall include the name of the training organization, the date, the training topic, and the total hours or minutes of training.</p> <p>(b) Caregivers who begin employment partway through the license year shall complete a proportionate number of training hours based on the number of months worked prior to the center's relicense date.</p> <p><u>Enforcement</u></p> <p><i>Van drivers, cooks, secretaries, receptionists, bookkeepers, custodians, and maintenance workers do not need to complete annual training, unless they help out in a classroom once a month or more often.</i></p> <p><i>Training conducted at in-house staff meetings may be counted toward the total required training hours. However, only that portion of the staff meeting during which training was given (as opposed to business matters, such as assigning tasks or work schedules, etc.) can be counted as required training hours.</i></p> <p><i>In-house training conducted at staff meetings may be documented in a log that includes all of the required information. Training from outside sources, such as CCR&R or outside workshops or conferences, must have a certificate or other documentation from the agency delivering the training. College and high school students may count clock time spent in child development courses as hours of annual training.</i></p>	<p>(8) <i>The center director and all caregivers shall complete a minimum of 20 hours of training each year, based on the center's license date.</i></p> <p>(a) <i>Documentation of annual training shall be kept in each caregiver's file, and shall include the name of the training organization, the date, the training topic, and the total hours or minutes of training.</i></p> <p>(b) <i>Caregivers who begin employment partway through the license year shall complete a proportionate number of training hours based on the number of months worked prior to the center's relicense date.</i></p> <p><u>Enforcement</u></p> <p><i>Van drivers, cooks, secretaries, receptionists, bookkeepers, custodians, and maintenance workers do not need to complete annual training, unless they help out in a classroom once a month or more often.</i></p> <p><u><i>Substitutes need to complete annual training if they work an average of 10 hours per week or more, as averaged over a three month period.</i></u></p> <p><i>Training conducted at in-house staff meetings may be counted toward the total required training hours. However, only that portion of the staff meeting during which training was given (as opposed to business matters, such as assigning tasks or work schedules, etc.) can be counted as required training hours.</i></p> <p><i>In-house training conducted at staff meetings may be documented in a log that includes all of the required information. Training from outside sources, such as CCR&R or outside workshops or conferences, must have a certificate or other documentation from the agency delivering the training. College and high school students may count clock time spent in child development courses as hours of annual training.</i></p>

4/10/08 Version	9/11/08 Version
<p><i>For caregivers who begin working partway through the licensing year, they must have completed an average of 1 hour and 40 minutes of training for each full month of employment. Time spent in orientation training during a new employee's first year of employment can count toward their hours of required annual training for the first year.</i></p> <p><i>Level 2 Noncompliance: If caregivers don't have the required hours of training.</i></p> <p><i>Level 3 Noncompliance: If caregivers have documentation of receiving the required hours of training, but the training documentation does not include all of the information required in the rule (name of the training organization, the date, the training topic, and the total hours or minutes of training).</i></p>	<p><i>For caregivers who begin working partway through the licensing year, they must have completed an average of 1 hour and 40 minutes of training for each full month of employment. Time spent in orientation training during a new employee's first year of employment can count toward their hours of required annual training for the first year.</i></p> <p><i>Level 2 Noncompliance: If caregivers don't have the required hours of training.</i></p> <p><i>Level 3 Noncompliance: If caregivers have documentation of receiving the required hours of training, but the training documentation does not include all of the information required in the rule (name of the training organization, the date, the training topic, and the total hours or minutes of training).</i></p>